

Hall of Records  
Commission

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO. **551**

PAGE  
NO. 1 ✓

1. Requesting Agency DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT	2. Division or Bureau of Requesting Agency Publications Maryland Magazine
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3. Authorization Requested (Check only one of the squares below).

- ☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p><b>MASTER FILE (Subscription Rosters)</b></p> <p>Size: 10½" x 14" printouts  Quantity: 10 Binders  Dates: 1970 --  File Arrangement: Alphabetical by name then numerical by subscription number</p> <p>These are the printouts from the magnetic tapes by the Data Processing Division which are updated on a quarterly basis.</p> <p>As soon as the printouts are updated and replaced, these records have continued research value to the office for approximately three years in preparing lists of prospective subscribers and as a check on length of time subscriptions are to run.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY</p>	
2	<p><b>SUBSCRIPTION FILE</b></p> <p>Size: Letter size forms  Quantity: 4 Legal file drawers  Dates: 1970 --  File Arrangement: Chronological by quarters and alphabetical by name of subscriber therein.</p> <p>The file folder contains the original subscription record - usually a letter - the notices of renewal, and correspondence.</p>	

7. Agency, Division or Bureau Representative

Signature _____	Title _____	Date _____
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3-1-72 Date	Maurice L. Burdick Archivist	3/1/72 Date	[Signature] Secretary
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2	<p>One drawer includes subscription correspondence, cash lists, and other material related in a general way to subscriptions.</p> <p>Subscription fee records are audited in the Administration Office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY</p>	
3	<p>GENERAL FILE, SUBSCRIPTIONS</p> <p>Size: Legal and letter Quantity: 3 Legal size file drawers Dates: 1969 --</p> <p>This file is composed of material, including correspondence relating to subscriptions, daily cash lists, data processing, and miscellaneous files relating to publication of THE MARYLAND MAGAZINE. All printed and mimeographed material is considered nonrecord and may be destroyed as soon as no longer needed for the operation of the office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY</p>	
4	<p>BY-PRODUCTS FULFILLMENT FILE</p> <p>Size: Legal and letter Quantity: 1 File drawer Dates: 1971 -- File Arrangement: Chronological</p> <p>This file contains carbon copies of the Daily Cash Deposit List, together with the original order forms for by-products (magazine binders, color reprints, three-year alphabetical index). Dates of fulfillment for various by-products are recorded on the carbon copy of the Daily Cash List.</p> <p>The Daily Cash List is audited in the Administration Office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY</p>	

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4 No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
5	<p>GENERAL FILE, EDITORIAL</p> <p>Size: Legal and letter Quantity: 1 Legal file drawer Dates: 1968 -- File Arrangement: Alphabetical by subject</p> <p>This file is composed of miscellaneous types of material, printed, manuscript, and holograph under sixty-five subject headings relating to the preparation, promotion and production of THE MARYLAND MAGAZINE.</p> <p>Printed and mimeograph material is nonrecord and may be destroyed as soon as no longer needed by the office. Records having continuing legal or administrative value to the operation of the office should be retained until such value ceases. All other material is subject to the recommendation below.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY</p>	
6	<p>HOUSEKEEPING FILE (Editorial)</p> <p>Size: Legal and letter Quantity: 1 File drawer Dates: 1965 -- File Arrangement: Alphabetical by subject or title</p> <p>The Housekeeping File is made up of material related to the physical issuance of THE MARYLAND MAGAZINE, including address lists, invoices, copyright permits, equipment purchases, expense accounts, monthly reports, receipts, refunds, and other miscellaneous subjects.</p> <p>Printed and mimeograph material is Nonrecord and may be destroyed as soon as no longer needed by the office. Records having continuing legal or administrative value to the operation of the office should be retained until such value ceases. All other material is subject to the recommendation below.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY</p>	

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
7	<p>STORY AND ISSUE FILES</p> <p>Size: Legal and letter Quantity: 2 Legal file drawers Dates: 1969 -- File Arrangement: Alphabetical by subject</p> <p>The Story File is the working file for each issue of THE MARYLAND MAGAZINE; usually two issues are under preparation in advance, with one or more file folders for each article in preparation.</p> <p>The Issue File is composed of the final story file after material has been screened and eliminated leaving only the pertinent material used in preparation of the article for that issue of THE MARYLAND MAGAZINE.</p> <p>After appearance of the article in print, the Issue File for that article has no further reference value and is considered nonrecord and may be destroyed.</p> <p>RECOMMENDATION: RETAIN ISSUE FILE UNTIL PUBLISHED, THEN DESTROY AS NONRECORD MATERIAL.</p>	
8	<p>MAGAZINE IDEA FILE</p> <p>Size: Legal and letter Quantity: 1 Legal file drawer Dates: c. 1970 -- File Arrangement: Alphabetical by subject or title</p> <p>This file is a preliminary adjunct file to the Story File (Item 6) containing printed articles from newspapers and periodicals, which may or may not become the nuclei of future MARYLAND MAGAZINE articles.</p> <p>When this material is selected for an article, it is moved to the Story File where additions accrue and the combined file then becomes the Story File.</p> <p>The Magazine Idea File, being composed of printed material, is considered nonrecord and may be destroyed as soon as no longer needed by this office.</p> <p>RECOMMENDATION: THE MAGAZINE IDEA FILE IS NONRECORD; DESTROY AS SOON AS NO LONGER NEEDED BY THE OFFICE.</p>	